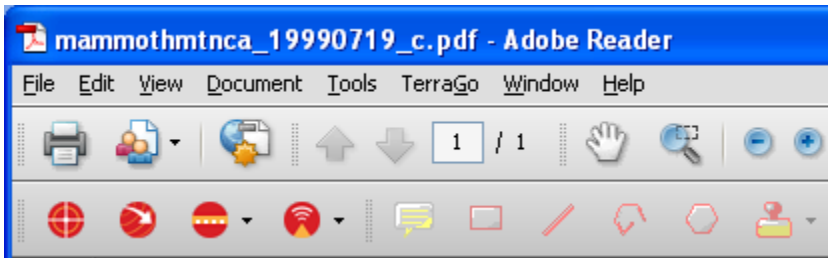# GeoPDF Help and Instructions

After installing Adobe Reader 8 and the GeoPDF toolbar that is provided on the website, follow the instructions below to help you view and use a GeoPDF.

Open GeoPDF using Adobe Reader 9 (Not Acrobat)

You will now see a new title heading called GeoPDF on the main bar. This is how you know that the toolbar was installed properly. Also you should see a new toolbar displayed below your standard tools. Their headings are GeoTool, GeoLocator, GeoMeasure, and GeoTrack.

GeoPDF Tools

GeoTool – Locks/unlocks coordinates, Google™ Map It, and launches other GeoPDF tools.

GeoLocator – This tool allows you to enter your own coordinates and search for that location.
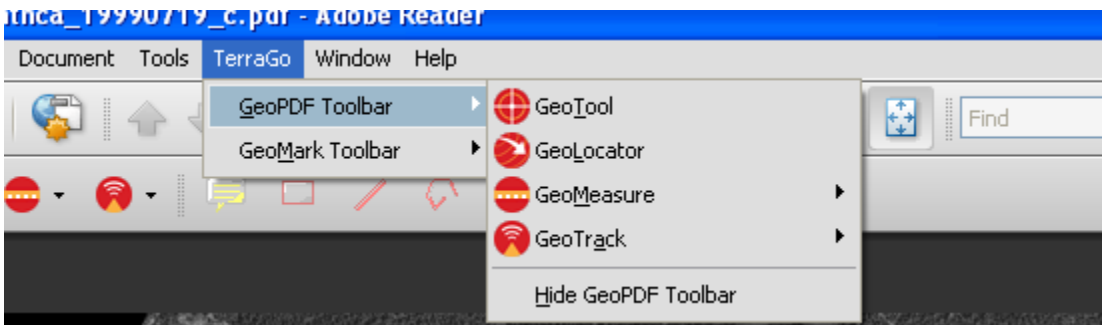
GeoMeasure – This tool allows you to measure length and area in different units (feet, miles, acres, sq miles, etc.)

GeoTrack – This tool is used when connected with a GPS unit. GPS units that allow a track log can utilize this function as well as input a pre-determined route
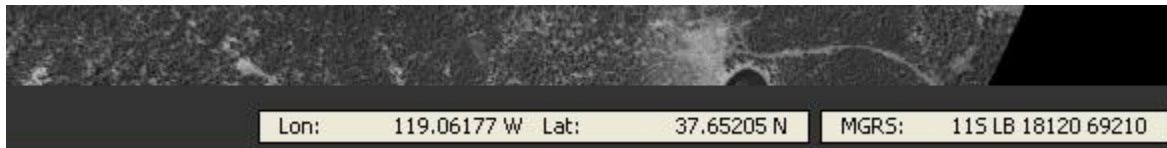
All of these tools make up the GeoPDF Toolbar and are turned on when you open a GeoPDF. If they are not turned on, navigate to the top and click on the word "**GeoPDF**" and move to the GeoPDF Toolbar menu selection and click Show GeoPDF toolbar (see figure below).
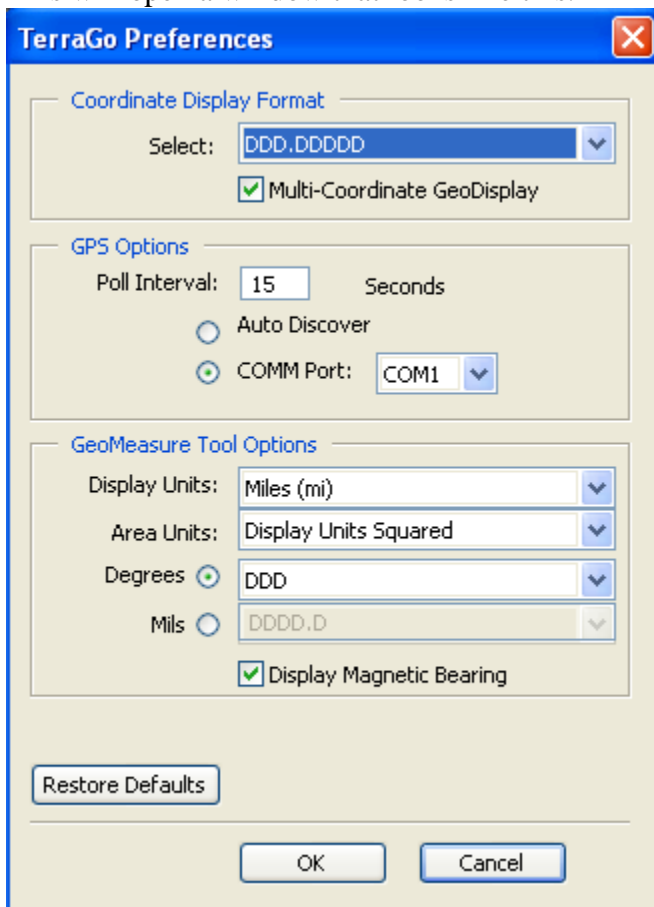
GeoPDF Features

Coordinates

As you have been moving through this document, you will notice a set of coordinates in the bottom right-hand corner. The coordinates that are showing are the coordinates that were used in creation of the GeoPDF by the analyst. These are the real world coordinates and location, of your cursor in the world (see figure below).
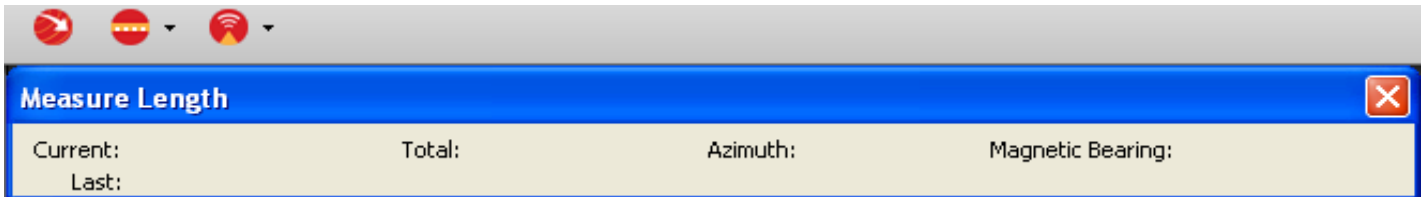

GeoMeasure Tool

Using the GeoMeasure tool is as simple as drawing a line or drawing a polygon, depending on what is being measured. The first step is to make sure the measuring units are what is desired. To check or change this setting click on the "**Edit**" menu at the top of the document and move to "Preferences" and then select GeoPDF. See Figure Below.

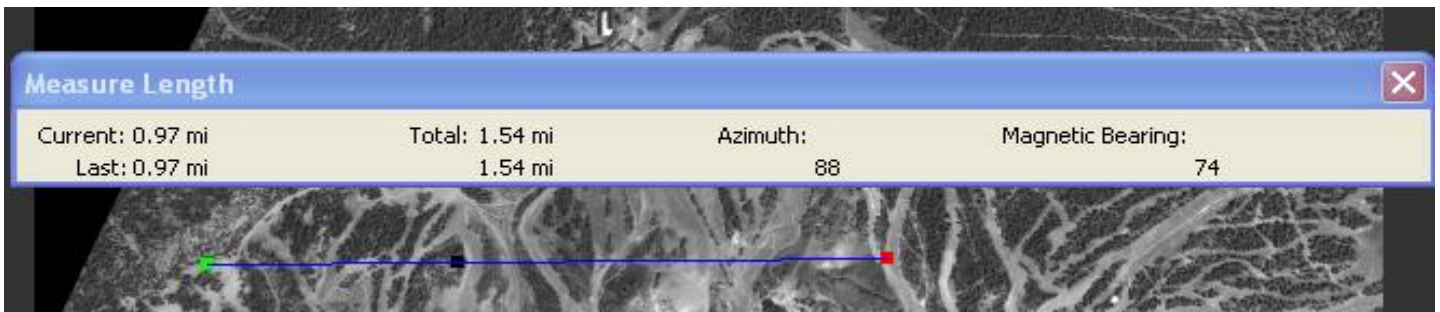This will open a window that looks like this.

From here, change to the desired units and click "**Ok**".

To use the tool, click on it in the GeoPDF toolbar and notice the little black arrow that will drop down to let you select length vs. select desired measurement. A window will appear. For this example I selected length (see figure below).
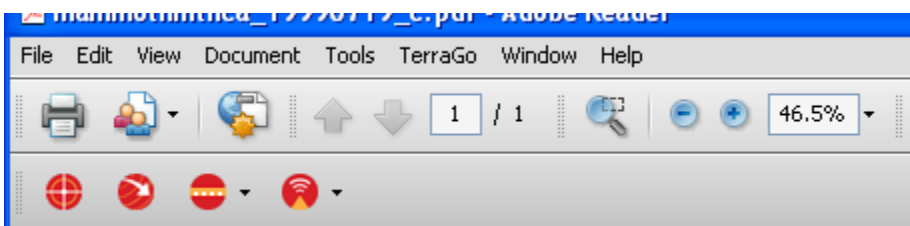

Cross hairs now appear in the map window, and I begin clicking the route that is to be measured. Notice the fields on the window begin to populate by segment and total length (see figure below).

In this image the example measurement is visible as well as the total and last line segment measured. To stop measuring, double-click on the last point that is desired for your measurement. The last segment measured in the example was 0.97 miles for a total measurement of 1.54 miles.

Measuring area works the same, except you need to close the polygon on itself. Once you near the starting point, a circle appears indicating that it will close the polygon and display an area in the desired units.

Zoom Tools

To turn on tools, left click on "View" then on "Toolbars" and then on "More Tools." Check the boxes next to the tools you want to turn on in the toolbar (such as "Marquee Zoom" , "Zoom In" and "Zoom Out"). *Clicking the right mouse button within the map image also will open a window within which some tools can be selected.*

Zoom In and Out

The options for zooming are as follows.
• Click on the "+" and "-" icons in the Adobe toolbar.
• Enter a percent in the window to the right of the "+" icon in the Adobe toolbar and press "Enter".
• If the "Marquee Zoom" tool has been turned on as described above, select that tool from the menu bar.   Place the cursor over the area of interest on the map and hold down the left mouse button to create a zoom rectangle over the desired area.

The map image can be reset to show the entire quadrangle by clicking on the arrow to the right of the percent box on the Adobe toolbar and selecting "Fit Page".